

Regular Meeting

January 25, 2016
12:30 p.m.

A regular meeting of the Municipal Civil Service Commission convened on Monday, January 25, 2016, at 12:52 p.m. with Grady Pettigrew, Jr. and Delena Edwards in attendance.

PLEASE NOTE: These Minutes are summarized and are not actual statements made by each presenter in the meeting.

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RE: Review and approval of the Minutes from the December 14, 2015 Regular Meeting.

A motion to approve the minutes was made, seconded, and approved unanimously.

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RE: Pre-Hearing Conference Reviews.

a. Kevin Bryant vs. Columbus City Schools; Intervention Aide; 10-Day Suspension. Trial Board Hearing scheduled for February 17, 2016; Appeal Number 15-BA-0013.

PRESENT: Brenda Sobieck, Personnel Administrative Officer

Brenda Sobieck presented the pre-hearing conference review of Kevin Bryant, an Intervention Aide, who was suspended for 10 days from Columbus City Schools. Columbus City Schools will have four witnesses and the Appellant may have one or two witnesses. However, there is a possibility that this case will settle. Both Columbus City Schools and the Appellant's counsel believe the hearing can be heard in an afternoon.

b. Steven Stultz vs. Columbus City Schools; Food Service Helper; Discharge. Trial Board Hearing scheduled for April 11, 2016; Appeal Number 15-BA-0014.

PRESENT: Brenda Sobieck, Personnel Administrative Officer

Brenda Sobieck presented the pre-hearing conference review of Steven Stultz, a Food Service Helper, who was discharged from Columbus City Schools. Columbus City Schools will have four witnesses and the Appellant will have four witnesses. Both Columbus City Schools and the Appellant's counsel believe the hearing can be heard in an afternoon.

c. Donald Wilber vs. Columbus City Schools; Custodian II; Discharge. Trial Board Hearing scheduled for March 14, 2016; Appeal Number 15-BA-0015.

PRESENT: Brenda Sobieck, Personnel Administrative Officer

Brenda Sobieck presented the pre-hearing conference review of Donald Wilber, a Custodian II, who was discharged from Columbus City Schools. Columbus City Schools will have three witnesses and the Appellant will have four witnesses. Counsel believes the hearing needs to be a full day hearing, starting at 9:00 a.m., due to a video being shown.

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RE: Rule Revisions.

No Rule Revisions were submitted this month.

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Re: Trial Board Recommendations.

No Trial Board Recommendations were submitted this month.

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RE: Request of the Columbus City Schools staff to revise the specification for the classification of Administrative Assistant and change the probationary period to 365 days (Class Code 9043).

PRESENT: Victoria Frye, Director of Employment & Staffing

Victoria Frye presented this request to revise the specification for the classification of Administrative Assistant. This revision was in response to the need for higher-level support for the Senior Executive Director of School Leadership Development. It was revised in both July and October 2015 to update the list of positions to which an Administrative Assistant could be assigned. Since that time, it was determined that rather than link the specification to individual job titles, the District would be better served by a more generic approach.

The definition section was revised to read, "Under direction, is responsible for performing difficult and complex secretarial, confidential, and administrative tasks; performs related duties as required." A guidelines for class use section was added, which reads, "Within the series, Secretary I positions may be assigned to provide clerical support as needed; Secretary II positions may be assigned to Principals and Directors; Administrative Secretary positions may be assigned to Executive Directors; and Administrative Assistant positions may be assigned to positions higher than Executive Director."

There were no revisions to the examples of work section, the minimum qualifications section, the knowledge, skills, and abilities section, or the examination type. The probationary period was changed to 365 days.

A motion to approve this request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to approve the specification review for the classification Trades Helper (Electrical) with no revisions (Job Code 3549).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to approve the specification review for the classification Trades Helper (Electrical) with no revisions as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was last reviewed in October 2011. There are currently two incumbents serving in this classification.

Based upon a questionnaire received from an incumbent and communication with a department representative, it was determined that the current specification adequately describes the work as it is currently performed.

A motion to approve this request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to approve the specification review for the classification Purchasing Coordinator with no revisions (Job Code 0784).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to approve the specification review for the classification Purchasing Coordinator with no revisions as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was last reviewed in February 2012. In order to eliminate redundancy in the Class Plan without adversely impacting current employees, a moratorium on the use of the classification was imposed with the stated intention to abolish the classification once it is vacated. There are currently three incumbents serving in this classification, all of which are assigned to the Department of Public Utilities.

Noting the existence of a moratorium on this classification, it was recommended that the review of the specification for this classification be approved with no revisions.

A motion to approve this request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to abolish the specification for the classification Mobile Tool Technician and amend Rule XI accordingly (Job Code 2039).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to abolish the specification for the classification Mobile Tool Technician as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was last reviewed in June 2012. Historically, this classification was used within the Development Department, Housing Division, to facilitate the lending of tools, ladders, and other equipment to residents of designated neighborhoods as part of the Mobile Tool Library Program. However, it has been vacant since 2009 when funding for the program ended.

Discussions with a department representative indicated that the tool loaning program no longer exists and there is no foreseeable need for this classification. Noting this, the department was in agreement with the abolishment of this classification.

A motion to approve this request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Vehicle Impounding Inspector, retitle it to read Vehicle Impounding Specialist, and amend Rule XI accordingly (Job Code 3070).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to revise the specification for the classification Vehicle Impounding Inspector and retitle it to read Vehicle Impounding Specialist. This class is used exclusively by the Public Safety Department where there are currently four employees serving as Vehicle Impounding Inspectors. The revision serves to broaden the classification to include vehicle towing (as part of the impoundment) along with some other more general type of administrative responsibilities typically performed at the Impound Lot. Previously, the department has used the Equipment Operator I classification, or private towing contracts, to perform the actual towing of vehicles. When hired in-house as Equipment Operator I's, there is a considerable amount of administrative work also assigned (operationally necessary) that is not typical of other Equipment Operators employed elsewhere in the City. At the same time, a lot of the same administrative responsibilities are already a part of the

specification for Vehicle Impounding Inspector. The revision (to combine functions) affords the department greater flexibility with regards to work assignments out at the Impound Lot and ensures consistency across the City for those classifications that are used on a Citywide basis.

There were no revisions to the definition section. There were four examples added to the examples of work section which read, "Tows vehicles to the Impound Lot, sale/Auction Lot, Crime Scene Search Unit barn, or other destination; Unlocks or opens vehicles to law enforcement as a result of search warrants being issued; Verifies information pertaining to specific vehicle at the impound lot to determine whether vehicle, if unclaimed, is to be sold at auction or junked;" and "Removes any weapons, contraband, and other items from junked vehicles to be sold at auction."

"Possession of a Commercial Driver's License (CDL) may be required for some positions" was added to the minimum qualifications section. There were no revisions to the knowledge, skills, and abilities section, the examination type, or the probationary period.

A motion to approve this request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Equal Business Opportunity Commission Executive Director (Secretary) (U) (Job Code 0035).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to revise the specification for the classification Equal Business Opportunity Commission Executive Director (Secretary) (U) to include various diversity related initiatives that will be a hallmark of the evolving vision and direction charged to the Equal Business Opportunity Commission. It was last reviewed in 2015. However, with the new mayoral administration in place, the changes for the Commission are ready to be incorporated into the specification.

There were no revisions to the definition section. The examples of work section was revised to include several new examples which read, "Serves as the City's Chief Diversity Officer; Develops and implements diversity and inclusion policies and strategies to enhance and strengthen the City's contracting of minority and women-owned business enterprises; Directs the planning and promotion of various business opportunity events, programs and initiatives designed to increase supplier diversity for the City of Columbus; Monitors internal and external diversity trends and legal developments impacting the City's procurement and supplier diversity activities; Develops and promotes educational opportunities, joint ventures, and partnerships aimed at increasing participation among minority and women-owned business enterprises in City contracting;" and "Directs the development of a comprehensive workforce diversity strategy; supports the development of a citywide diversity strategy for external relations."

There were no revisions to the guidelines for class use section.

A motion to approve this request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Fire Assistant Chief and change the examination type to noncompetitive (Job Code 3086).

PRESENT: Elizabeth Reed, Personnel Analyst Supervisor

Liz Reed presented this request to revise the specification for the classification Fire Assistant Chief which was prompted by the recently ratified Collective Bargaining Contract between the City of Columbus and Columbus Fire Fighters Union (IAFF) Local 67. Per Section 23.5, the Fire Assistant Chief classification becomes designated with a noncompetitive examination type and those employees in the rank of Fire Battalion Chief, along with employees in the rank of Fire Deputy Chief, will now be eligible for appointment to Fire Assistant Chief.

There were no revisions to the definition section. The minimum qualifications section was revised to read, "Permanent status in the class of Fire Deputy Chief or Fire Battalion Chief with the City of Columbus, Ohio, Possession of a bachelor's degree, Possession of a valid State of Ohio motor vehicle operator's license." A special note was also added, which reads, "Appointment consideration for current, permanent Fire Battalion Chief incumbents to this classification will be made in accordance with Section 23.5(G) of the Columbus Fire Fighters Union (IAFF) Local #67 contract." There were no revisions to the knowledge, skills, and abilities section or the probationary period.

A motion to approve this request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to merge the specification for the classification Automotive Mechanic (Light) (Job Code 3458) into Automotive Mechanic (Heavy) (Job Code 3459), revise and retitle it to read Automotive Mechanic, and amend Rule XI accordingly (Job Code 3459).

This item was deferred.

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RE: Personnel Actions.

No personnel actions were submitted this month.

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RE: Residency Hearing Reviews.

No residency hearing reviews were submitted this month.

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RE: Background Removals - Post-Exam.

	Name of Applicant	Position Applied For	BAR #
1.	Anthony Hahn	Firefighter	15-BR-033
2.	Aaron Johnson	Firefighter	15-BR-034
3.	Terry Duff	Firefighter	15-BR-035
4.	Gerald Lipsey	Firefighter	15-BR-036
5.	Cory Stover	Firefighter	15-BR-037
6.	David Gloyd, Jr.	Police Officer	15-BR-038
7.	Dilan Ekmark	Firefighter	15-BR-039
8.	Trever Murphy	Firefighter	16-BR-001
9.	Geoffrey Doherty	Police Officer	16-BR-002

After reviewing the files of Terry Duff, Cory Stover, and Dilan Ekmark, the Commissioners decided their names would be reinstated to the Firefighter eligible list.

After reviewing the files of Anthony Hahn, Aaron Johnson, Gerald Lipsey, and Trever Murphy, the Commissioners decided their names would not be reinstated to the Firefighter eligible list.

After reviewing the files of David Gloyd, Jr. and Geoffrey Doherty, the Commissioners decided their names would not be reinstated to the Police Officer eligible list.

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RE: Other Administrative/Jurisdictional Reviews.

No Administrative/Jurisdictional Reviews were submitted this month.

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The Commissioners adjourned their regular meeting at 1:08 p.m.

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Grady L. Pettigrew, Jr., President

Date